

**Job Description**

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| **Job Title** | Assistant Short-term Housing Support Worker |
| **Location** | New Volunteer House, Kirkcaldy (working across Fife) |
| **Responsible To** | Senior Short-term Housing Support Worker (Snr STHS) |
| **Terms and Conditions** | Hours: 36 (Monday to Friday 9-5pm)Salary: £23,531Probationary Period: 25% Contract Term Contract Type: Fulltime Temporary Fixed – subject to continued funding |
| **Post Purpose** | The Assistant Short-term Housing Support Worker (Asst STHS) is responsible to the Senior STHS Worker. The main focus of the work is supporting service to transition from house to home. The role provides support to those moving to a permanent tenancy to set up their home and achieve long term tenancy sustainment and community connections. Short-term housing support must be carried out under FLF policies and procedures and to the standards set out by the CI and SSSC. |
| **Team Purpose** | The overall aim of Frontline Fife Homelessness Services is to end homelessness across Fife by taking preventative action and through assisting people to choose the life they aspire to. Our team endeavours to promote self-valuing and wellbeing for all. |
| **Duties/ Responsibilities** | **Short-term Housing Support Delivery:*** Under the supervision of the Snr STHS, provide support to service users to gain skills and knowledge around general house set up/maintenance in order to help them to sustain their tenancy.
* Work with service users to establish community connections and develop personal resilience to live independently.
* Case recording and reporting: maintain accurate and timely case records and personal outcome data (e.g. STAR) to evidence service user progress and submit these to demonstrate service impact and user achievements.
* Work to achieve positive client experiences and seek continuous feedback.
* Undertake Brief intervention support as part of the wider delivery team.
* Work as a member of the STHS and wider FLF team to take forward H&S and Safeguarding policies and practice.

**Team working:*** Work flexibly to assure a full service is maintained across the organisation.
* Work to promote positive relations and share better practice within FLF and other agencies.

**Learning and development:*** Take ownership and participate in training and continuous development and learning.
* Develop effective communication (and other) skills which promote effective strength based practices.
* Employees governed by the SSSC Code of Conduct must comply with these standards and ensure that their registration (Fitness to Practice) is evidenced and maintained under the specification set out by the SSSC.

NB All staff have a duty to protect supported individuals from abuse and to report any concerns immediately to their line manager or other management staff and to work in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and Data Protection/GDPR legislation. |
|  | This job description must be read in conjunction with the general requirements of Frontline Fife’s Policies, Procedures and Performance Appraisal System, and the Standards set by appropriate Regulating Bodies. Frontline Fife is an equal opportunities employer. |



**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | * Experience working in a client facing role within housing, health or social care.
 | * Experience of working with challenging behaviours.
 | Application, Interview, References |
| **Education, Qualifications & Training** | * Commitment to work towards SVQ2 in housing support within the specified period.
* Evidence of commitment to ongoing learning and development.
 | * Registration under the SSSC Fitness to practice register for housing support at SVQ2.
 | Application |
| **Skills, Abilities & Knowledge** | * Awareness of homelessness and inequalities.
* Ability to listen and act on decisions made by others.
* Demonstrate ability and commitment to accurate record keeping.
* Willingness to achieve outcomes and commitment to meeting timescales.
* Demonstrates a willingness to proactively contribute and participate in supervision, training, and personal development planning.
* Full Valid Driving License and access to own transport (with business insurance) or otherwise be able to travel throughout Fife.
 | * Active listening skills.
* Knowledge of person centred and/or strength based practice.
* Awareness of trauma and the impact it can have.
 | Application, Interview, References |
| **Interpersonal & Communication Skills** | * Able to manage own and other’s emotions in a calm and thoughtful manner.
* Ability to seek out support/assistance from other team members/managers.
* Ability to explain and give guidance to enable service users to make informed decisions and choices.
* Ability to consider different points of views.
* A willingness to deal with conflict head on and prevent conflict through open supportive conversations.
 |  | Application, Interview, References |
| **Value Base** | * Commitment to the principles and practice of continuous improvement.
* A belief and evidence of working to the values underpinning social inclusion, dignity and respect.
* Willingness to challenge the status quo in a positive manner.
 |  | Application, Interview, References |